



Hoosier Uplands Economic Development Corporation

## Program Assistant

Hoosier Uplands Economic Development Corporation seeks a Program Assistant for the 21<sup>st</sup> Century Community Learning Center.

The program assistant will spend time with K-6<sup>th</sup> grade students helping them achieve greater academic success by providing tutoring. They will also provide some programmatic assistance to the site coordinator by helping plan activities for the age group to which they are assigned.

<b>Position Title:</b>	<i>Program Assistant for 21<sup>st</sup> Century CLC</i>
<b>Department:</b>	<i>Strategic Development and Special Projects</i>
<b>FTE/Classification:</b>	<i>20 hours/week, Non-Exempt</i>
<b>Reports to:</b>	<i>Site Coordinator</i>
<b>Salary Range:</b>	<i>\$8.00/hour, start</i>
<b>Location:</b>	<i>Shoals, Orleans &amp; Fayetteville Elementary</i>

### A. Duties and Responsibilities

1. Provide assistance to the 21<sup>st</sup> Century Community Learning Centers Program. Areas of responsibility include: monitoring of program participants and activities, participation with participants in structured program activities, assisting program participants through tutoring and homework assistance, site preparation and clean-up as requested, effective enforcement of program rules, and immediately reporting any emergencies, disciplinary problems, and other irregular situations to the program coordinator.
2. Provide recommendations to the Program Coordinator as necessary relating to any improvements needed in the delivery of services or development of new activities.
3. Perform additional responsibilities as assigned.

### Qualifications

- Ability to relate with program participants and their parents/guardians
- Ability to work independently without constant supervision/self-motivated
- Ability to serve as a positive role model for children and youth
- Training and current certification of CPR and First Aid
- Valid Indiana Drivers License and Proof of Vehicle Financial Liability Insurance/Reliable Transportation

Licenses/Certifications required:

1. Current Driver's License, proof of current vehicle insurance coverage

2. High School Diploma or Passed Equivalency

Working Conditions

3. Elementary school setting, usually in cafeteria or classroom
4. Some time would be spent in a gymnasium as well as outdoors during free play time.

Physical Effort

5. This position will require occasional lifting of 10-20 pounds
6. This position may require you to be on your feet or walking for lengthy periods of time.

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

JOIN OUR TEAM!

Resumes may be sent via mail to:     Hoosier Uplands  
  Attn: Deborah Coleman  
  500 W. Main Street  
  Mitchell, IN 47446

Resumes for this position only may be e-mailed to [wclements@hoosieruplands.org](mailto:wclements@hoosieruplands.org).